

COUNTY OF LOS ANGELES SCHOOL WAIVER APPLICATION  
FOR GRADES TK – 2 IN-PERSON EDUCATION  
COVER SHEET

Full Name of School Requesting Waiver:

Kadima Day School

School Type: Private, Independent, or Faith-Based ☐

Date of Submission: 10/5/20

School District Superintendent or School Head Administrator Name:

Dr. Steven Lorch

Phone:

Email:

Address: 7011 Shoup Avenue City: West Hills Zip: 91,307

School District Where Your School is Located:

Los Angeles Unified

Estimated total number of students that will return for in classroom instruction per grade (if none, enter 0):

TK: 0

K: 12

1: 24

2: 12

Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of in classroom instruction for grades TK - 2:

8

Anticipated total number of cohorts returning: 4

Anticipated mode of attendance for In-classroom instruction: Full-Time Attendance

Percent of student body who qualify for Free Or Reduced-Priced Meals: 6.3%

URL where re-opening protocols are posted: [www.kadimadayschool.org](http://www.kadimadayschool.org)



**Supporting materials to include with this cover sheet:**

- ☒ Letter from district superintendent or head administrator for private/charter school requesting this waiver.
- ☐ Letters of support from the following groups:
  - ☒ All labor unions representing employees at the school reopening for classroom instruction (REQUIRED). If school employees are not represented by a union, a letter from other organizations representing teachers/staff **OR** a letter signed by majority of teachers/staff must be submitted.
  - ☒ Parent organization(s) at the school reopening for classroom instruction. (REQUIRED)
  - ☒ Community organization(s) that provide services for students and their families who attend the school reopening for classroom instruction. (RECOMMENDED)
- ☒ A completed Los Angeles County Department of Public Health K-12 School re-opening protocol checklist.

**By checking these boxes, I attest:**

- ☒ Our district/school has obtained sufficient and appropriate personal protective equipment (PPE), as defined by the reopening protocols and California Department of Public health guidance, for all teachers and staff who will be involved in in-person instruction.
- ☒ A plan or protocol has been developed for incorporating surveillance testing into regular school operations of all school personnel which describes the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school.
- ☒ I am aware that this form and all supporting documents will be posted publicly on the Los Angeles County Department of Public Health website.

**EMAIL THIS COMPLETED COVER SHEET AND ALL SUPPORTING MATERIALS TO**  
[SchoolwaiversC19@ph.lacounty.gov](mailto:SchoolwaiversC19@ph.lacounty.gov).





# KADIMA

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## DAY SCHOOL

October 5, 2020

Dear Sir or Madam:

Further to the preliminary waiver application that I submitted on behalf of Kadima Day School on July 27 of this year and my correspondence last week with Joe Viana (see attachment), I am pleased to submit herewith the application of Kadima Day School (7011 Shoup Ave., West Hills, CA 91307) for a waiver of the state's directive to close all in-person operations in schools in Los Angeles County. We respectfully request permission to operate our kindergarten through second grade in person, commencing as soon as possible.

Also attached to the cover email are our completed Reopening Protocols for K-12 Schools checklist and our Protocol for COVID-19 Exposure Management Plan in K-12 Schools (combined in a single file). As well, I am linking [an addendum](#) that explains why certain measures are not being implemented at Kadima and [a spreadsheet](#) detailing our classroom capacity that enables us to accommodate students with physical distancing.

I am also pleased to provide a link to our [pandemic response plan](#), as well as our short-form [PRP reference guide](#).

Also attached are letters of support from Danielle Keisari, on behalf of Kadima's Parent-Teacher Organization, letters signed by the majority of our teachers (labor partners), and Karin Koskas, Alan Shapiro, Eitan Bazaz, Nadav Banai, and Chris Joffe, representing five of our community organization partners.

Finally, attached is our completed waiver application cover sheet.

Thank you very much in advance for your timely review of our application.

Sincerely,

Steven Lorch  
Head of School

Fran Amkraut  
President

Liz Benyeshay  
Vice President,  
Trustees

Emili Tzror  
Vice President,  
Finance

Michelle Kalay  
Secretary

Dr. Steven Lorch  
Head of School



**KADIMA**  
DAY SCHOOL  
EVENHAIM FAMILY CAMPUS

To Whom It May Concern:

I want to register the support of the Kadima teaching staff for Kadima's plans to teach its elementary students in person this year.

The school has shared with the faculty its plans for protecting their safety and their students' safety and for minimizing the spread of disease. Kadima's administration has spent many hours developing plans and organizing the school and its classroom spaces to comply with CDC, state, and county guidelines, and the majority of teachers are in support of in-person learning.

Our class sizes are small, and we have large classrooms that allow for physical distancing and meet the public health specifications. The school will also provide for physical distancing in our workspaces. All staff are aware that masks must be worn at all times by both staff and students and have agreed to fully comply with these rules. We are also committed to our own hand hygiene and that of our students.

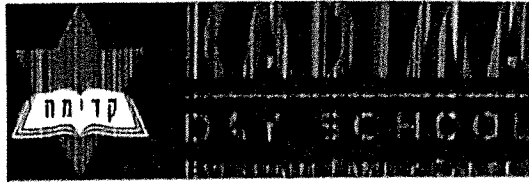
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We are also influenced by the support of the NEA and AFT for the recommendations of the American Academy of Pediatrics that children should, when safe, attend school in person this year.

In view of the above, I wish to register my strong support and that of most of my colleagues for Kadima's application for a waiver of the state's directive to close all in-person operations in schools in Los Angeles County. I thank you in advance for your consideration.

Sincerely,

Sharona Baror



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Sincerely,

*David E. Beel*  
10/08/2020



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DAY SCHOOL  
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Sincerely,

Anthea Canes



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DAY SCHOOL  
EVENHAIM FAMILY CAMPUS

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Sincerely,

Ilana Carduner



# KADIMA

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## DAY SCHOOL

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*Vice President,  
Trustees*

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Dr. Steven Lorch  
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Sincerely,

Brian Collins





To Whom It May Concern

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Sincerely,

 10.8.2020



**KADIMA**  
DAY SCHOOL  
EVENHAIM FAMILY CAMPUS

October 5, 2020

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Sincerely,

Al K. Fields,  
Athletic Director / PE Specialist



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DAY SCHOOL  
EVENHAIM FAMILY CAMPUS

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Sincerely,



**KADIMA**  
DAY SCHOOL  
EVENHAIM FAMILY CAMPUS

To Whom It May Concern:

October 6, 2020

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Sincerely,

Katharine Hoshyarsar



**KADIMA**  
DAY SCHOOL  
EVENHAIM FAMILY CAMPUS

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Sincerely,  
Karin Koskas  
Hebrew Coordinator  
3rd&6th&7th Grade  
3rd&6th&7th Grade Hebrew Teacher



**KADIMA**  
DAY SCHOOL  
EVENHAIM FAMILY CAMPUS

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Sincerely,

*Randi Monson!*



**KADIMA**  
DAY SCHOOL  
EVENHAIM FAMILY CAMPUS

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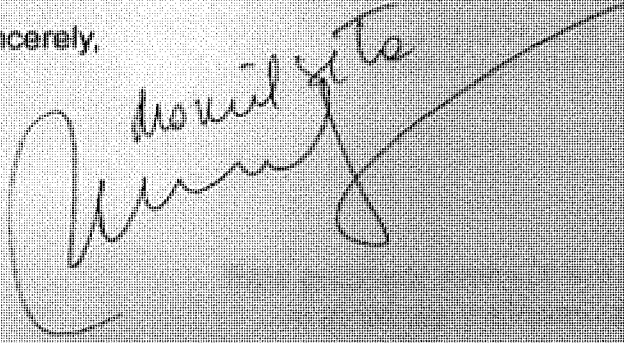
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for a waiver of the state's directive to close all in-person operations in schools in Los Angeles County. I thank you in advance for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Donald Y. Tsai". The signature is written in dark ink and is positioned below the word "Sincerely,". It features a large, stylized initial "D" and a long, sweeping horizontal stroke that extends to the right.





**KADIMA**  
DAY SCHOOL  
EVENHAIM FAMILY CAMPUS

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Sincerely,

Diane Weinberger



**KADIMA**  
DAY SCHOOL  
EVENHAIM FAMILY CAMPUS

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Sincerely,

*Limor Zohar*



# KADIMA

## DAY SCHOOL

October 7, 2020

To Whom It May Concern:

We the undersigned members of the Kadima Day School staff want to register our support for Kadima's application for a waiver to permit Kadima to reopen in person for its students in kindergarten through second grade.

Fran Amkraut  
President

Liz Benyeshay  
Vice President,  
Trustees

Emili Tzror  
Vice President,  
Finance

Michelle Kalay  
Secretary

Dr. Steven Lorch  
Head of School

The school has made extensive plans to protect the safety of students and staff and to minimize the spread of disease. These plans have been shared with us, and we have participated in implementing them, organizing the school to comply with CDC, state, and county guidelines.

The school is ready to receive its students in kindergarten through second grade. We encourage you to approve the waiver.

Thank you in advance for your consideration.

Sincerely,

Signature: Samie Katz, LVN  
Position: School Nurse

Signature: [Signature]  
Position: Administrative Assist

Signature: [Signature]  
Position: Accounting Manager

Signature: [Signature]  
Position: KITCHEN ASSISTANT

Signature: [Signature]  
Position: Chef

Signature: [Signature]  
Position: Teacher Assistant

Signature: [Signature]  
Position: Teacher

Signature: [Signature] Teacher  
Position: Teacher

Signature: [Signature]  
Position: Teacher Assistant

Signature: Orit Shabo Teacher,  
Position: Teacher

Signature: [Signature]  
Position: Teacher Assist.

Signature: [Signature]  
Position: Teacher Ass.

Signature: [Signature]  
Position: ECEC Teacher

Signature: [Signature]  
Position: Director of plant ops.

Thank you again for your kind email and helpful guidance.

Attached please find a signed, dated letter from me requesting the waiver. In addition, please find letters signed by 14 of our 22 kindergarten through eighth grade teaching staff supporting our reopening. An additional two teachers agreed to sign, but technical challenges prevented them from emailing their signed letters. (We felt it was safer for teachers to submit individual signed letters, rather than requiring all of them to travel to school and sign the same sheet of paper. I hope that this is an acceptable alternative.) In addition, please find a letter signed by 14 of our 21 non-teaching and early childhood staff members who currently work in person at the school, registering their support for the TK-2 reopening (in our case, K-2). We stopped at 14 because that was sufficient to demonstrate support from the majority of staff, but others would have signed if we'd given them the opportunity.

To clarify the discrepancies in grades, student numbers, and teacher numbers between the waiver application cover sheet and the reopening protocols, in the cover sheet we described our plan for reopening under the limited waiver for TK-2. The number of students reported there, 48, is the accurate maximum count of students who would return to school once it is reopened under the waiver. The number of teachers who would be working with them is 8.

By contrast, the number of students and staff reported on page 4 of the reopening protocols, 158 students and 35 staff, represents the maximum number that we envision participating in in-person learning when the school is permitted to reopen fully, after Los Angeles County is in Tier 2 and DPH authorizes schools to reopen. In reality, the number of students currently enrolled and the number of teachers currently on staff is smaller: 131 students (of whom 9 have indicated that they intend, at least for the time being, to continue to study remotely even once the school reopens) and 22 teachers (not including me; I teach as well). The remaining 12 projected staff include office, maintenance, and health services, as well as additional teachers and assistants who would be hired to accommodate the anticipated increased enrollment. (It does not include early childhood teachers or assistant teachers, who are covered under their own reopening protocol.)

Please let me know if you would like any further documentation or explanation.

Thank you again for your kind consideration.

Sincerely,

Dr. Steven Lorch



Steven Lorch &lt;slorch@kadima.co&gt;

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**Waiver letter from PTO**

4 messages

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**Danielle Keisari** <dsherman450@aol.com>  
To: Steven Lorch <slorch@kadimadayschool.org>  
Cc: Michelle Bendersky <michelle@mluinc.com>

Fri, Jul 24, 2020 at 1:00 PM

As the President of the Parent-Teacher Organization (PTO) of Kadima Day School, I want to register the support of the Kadima parent body for our children to be taught in person, even at a time when Los Angeles County is on a monitoring list for Covid-19 cases.

The school has shared with us its plans for protecting our children's safety and minimizing the spread of disease. We feel reassured that Kadima's administration know what they are doing and our children are in safe hands. They have spent endless hours consulting with professionals, taking new measures and rearranging our school in order to fully comply in making sure our students are their number one priority. The reason why we choose Kadima as our children's school is because of the small class sizes, the large campus, and the confidence we have in our administration to always do the right thing for our students and families.

Kadima Day School has implemented a new and safe plan where students will be dropped off and picked up in different entrances. Our school is small, our classes are small and we have large classrooms that allow for social distancing protocols and meet the COVID compliance restrictions. All the parents are aware that masks must be worn at all times, and have agreed to fully comply with these rules. Hand washing stations, and designated hand washing times have been made to allow for extra safety measures. Temperatures will be taken every single day, followed by answering a series of Covid related questions. The parent body understands and agrees that there will be no sports groups this year. Classes will not intermix with other classes, and because our school is small, and our campus is large, we have the opportunity to do this.

Many of our families are essential workers. It would be a detriment for Kadima families and children's to have to stay home. Online learning has been quite a challenge for our children. With our working parents, they were not able to always help their children log on, learn and stay focused. Our children thrive in person, learn, and can excel, and we feel that by allowing our children to do so this year, we can better our children's academic experience and social development in the safest and best way possible, given our current situation. Children learn better in a collaborative group with other children. Children also need hands on interactive learning which is not possible when school are taught remotely.

It is not feasible for our students to sit in front of a computer for such a long period of time, and assume they are learning properly. Our students need to be taught in person to provide them the proper education they require at such a young age. Sleep schedules, daily routines, and our children's livelihood have been hindered since March, and we at Kadima believe that we can successfully, and most importantly safely, bring our small community together, on campus.

We are also influenced by the recommendations of the American Academy of Pediatrics that children should, when safe, attend school in person this year.

Thank you for considering Kadima's application for a waiver to permit our children to attend school in person this year. On behalf of myself, and our Parent Teacher Organization, we hope you take this time to truly see that our small school can, and will take every measure to guarantee we will do everything to comply with all Covid guidelines, while still giving our children the normalcy and proper education they deserve.

Sincerely,  
Danielle Keisari  
Kadima Day school PTO President

Sent from my iPhone

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**Steven Lorch** <slorch@kadimadayschool.org>  
To: Danielle Keisari <dsherman450@aol.com>  
Cc: Michelle Bendersky <michelle@mluinc.com>

Fri, Jul 24, 2020 at 2:03 PM



Steven Lorch &lt;slorch@kadima.co&gt;

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## Revised Letter

1 message

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**Cherie Friedman** <cfriedman@kadimadayschool.org>  
To: Steven Lorch <slorch@kadimadayschool.org>

Fri, Jul 31, 2020 at 2:54 PM

To Whom It May Concern:

I want to register the support of the Kadima teaching staff for Kadima's plans to teach its elementary students in person this coming year.

The school has shared with the faculty its plans for protecting their safety and their students' safety and for minimizing the spread of disease. Kadima's administration has spent many hours developing plans and organizing the school and its classroom spaces to comply with CDC, state, and county guidelines, and the majority of teachers are in support of in-person learning.

Our class sizes are small, and we have large classrooms that allow for physical distancing and meet the public health specifications. The school will also provide for physical distancing in our workspaces. All staff are aware that masks must be worn at all times by both staff and students and have agreed to fully comply with these rules. We are also committed to our own hand hygiene and that of our students.

We experienced the limitations of remote learning, especially for our elementary students, between March and June. We would like to avoid a repetition of sub-optimal learning, and we are confident that Kadima's plans will make this possible in a way that will take all reasonable precautions to protect our safety.

We are also influenced by the support of the NEA and AFT for the recommendations of the American Academy of Pediatrics that children should, when safe, attend school in person this year.

In view of the above, I wish to register my strong support and that of most of my colleagues for Kadima's application for a waiver of the state's directive to close all in-person operations in schools in Los Angeles County. I thank you in advance for your consideration.

Sincerely,

Cherie Friedman, Fifth Grade Teacher and Associate Director K-8

**Cherie Friedman**  
Associate Director K-8  
Fifth Grade Integrated Studies Teacher  
[cfriedman@kadimadayschool.org](mailto:cfriedman@kadimadayschool.org)

**Kadima Day School**  
7011 Shoup Ave.  
West Hills, CA 91307  
(818) 346-0849 Ext. 340

Visit us online at [www.kadimadayschool.org](http://www.kadimadayschool.org)

Like us on Facebook today: [http://www.facebook.com/pages/Kadima-Day-School/260641045733](https://www.facebook.com/pages/Kadima-Day-School/260641045733)





To Whom It May Concern:

As Director of the Ami School, I want to register the support of our community organization, an after-school enrichment program, for Kadima Day School to provide in-person instruction for its elementary students.

Ami School is a tenant of Kadima. Its program takes place on Kadima's premises, in the same classrooms as Kadima uses for its own students and teachers. We therefore know firsthand that the classrooms are large, spacious, and well ventilated, and many can accommodate in excess of 20 students with full social distancing.

I can also attest that Kadima is administered very professionally. Its cleaning and maintenance protocols, its business office, and its educational staff (some of whom also teach, or previously taught, at Ami) are responsible and reliable, and their word is their bond.

Ami School will not be conducting in-person instruction this fall for its own internal reasons. However, I am aware of the extensive plans Kadima has made for protecting its students, teachers, parents, and others, and I would feel very comfortable entrusting my school's students and staff to the safe and protective environment that Kadima has designed on its campus.

I strongly support Kadima Day School's application for a waiver of the state's directive to close all in-person operations in schools in Los Angeles County.

Sincerely,

**Karin Koskas,**  
**Director**  
**Ami School**





Steven Lorch &lt;slorch@kadima.co&gt;

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**RE: letter of support**

1 message

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shappintl@aol.com <shappintl@aol.com>

Sun, Jul 26, 2020 at 8:05 AM

To: slorch@kadamadayschool.org, shappintl@aol.com

To Whom It May Concern:

As the Chairman of Beit Hamidrash of Woodland Hills, I want to register the support of our community organization, a neighboring synagogue, for Kadima Day School to provide in-person instruction for its elementary students.

Our congregants whose children attend Kadima strongly support Kadima's plans for in-person instruction. They have shared with us the challenges, both academic and social-emotional, of remote learning for their children. Moreover, their ability to work outside of the home is directly affected by the school's ability to open for in-person instruction.

Kadima's head of school, Dr. Steven Lorch, is a congregant as well. He was instrumental in encouraging Beit Hamidrash to suspend in-person operations when it was unsafe to meet in person, and to reopen for in-person worship outdoors when it was safe to do so. He is personally committed to wearing personal protective equipment in others' presence (including wearing a mask when he is leading services, which he does several times a week) and is fastidious in maintaining a physical distance of 6 feet from others at all times. I have full confidence in his ability to establish, implement, and enforce policies that will provide for the safety of all members of his school's community: parents, students, teachers, and visitors.

I strongly support Kadima Day School's application for a waiver of the state's directive to close all in-person operations in schools in Los Angeles County.

Yours truly,

Alan Shapiro  
Chairman  
Beit Hamidrash of Woodland Hills

--

Dr. Steven Lorch  
Head of School  
Kadima Day School  
7011 Shoup Avenue  
West Hills, CA 91307  
(818) 346-0849 x331  
[www.kadamadayschool.org](http://www.kadamadayschool.org)





# DAVID SHIELD SECURITY, INC

July 27, 2020

To Whom It May Concern:

As Founder and President of David Shield Security, I want to register the support of our community organization, a security and executive protection service provider, for Kadima Day School's request to provide in-person teaching for its elementary students.

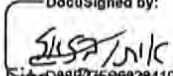
Our company has provided security for Kadima Day School for the past two years. We have worked closely with its leadership and its staff to upgrade the school's security protocols and protection. We are also intimately acquainted with the campus, its buildings, and its classrooms.

Kadima takes the safety and protection of its students, staff, parents, and community members very seriously. They are our true partners in identifying security weaknesses and suggesting upgrades, as well as being responsive to any recommendations we make to increase safety.

Kadima's classrooms, building, and campus are more than large enough to accommodate its elementary school students for in-person learning with physical distancing. Moreover, I have full confidence in the school's leadership and staff to take every reasonable precaution to protect the health of every member of its community.

I am pleased to support Kadima Day School's application for a waiver of the state's directive to close all in-person operations in schools in Los Angeles County.

Sincerely,

DocuSigned by:  
  
Eitan Bazaz

Founder and President

Naty Saidoff  
National Chairman  
Los Angeles Council

Guy Bachar  
Los Angeles Council  
Chairman

**Los Angeles  
Regional Council**

Danny Alpert  
National Board  
Los Angeles Council

Tamir Cohen  
National Board  
Los Angeles Council

Shawn Evenhaim  
National Chairman Emeritus  
Los Angeles Council

Mazal Hadad  
Los Angeles Council

Oded Krashinsky  
Los Angeles Council

Adi Livyatan  
Los Angeles Council

Adam Milstein  
National Chairman Emeritus  
Los Angeles Council

Amnon Mizrahi  
Los Angeles Council

Yossi Rabinovitz  
National Board  
Los Angeles Council

David Vered  
Los Angeles Council

Miri Shepher  
Los Angeles Council  
Chairwoman Emeritus  
National Board

Nadav Banai  
Regional Director

July 26<sup>th</sup>, 2020

To Whom It May Concern:

As the Regional Director of the Israeli American Council Los Angeles, I want to register the support of our community organization, the largest Israeli American organization in the United States, for Kadima Day School's request to provide in-person teaching for its elementary students.

Many of our community members send their children to Kadima. They strongly support Kadima's plans for in-person instruction. They have shared with us the challenges that they and their children experienced last year with remote learning, as well as the way their ability to work outside of the home was directly affected by the school's inability to open for in-person instruction.

Our organization has partnered with Kadima on a number of our programs over many years. We have worked closely with its leadership and its staff, and we are well acquainted with its campus. We can attest that Kadima takes the safety of its students, staff, parents, and community members very seriously. I have great confidence that the school's leadership and staff will take every reasonable precaution to protect the health of every member of its community.

I strongly support Kadima Day School's application for a waiver of the state's directive to close all in-person operations in schools in Los Angeles County.

Sincerely,



Nadav Banai  
Regional Director, Los Angeles  
Israeli-American Council  
P:818-451-1203





Monday, July 27, 2020

To Whom It May Concern:

As Founder and CEO of Joffe Emergency Services, I want to register the support of our community organization, a school safety service provider, for Kadima Day School's request to provide in-person teaching for its elementary students.

Our company has provided long-term substitute health office services for Kadima Day School on two occasions over the past two years. We have worked closely with Kadima's leadership and nursing staff to review its pandemic preparedness strategies.

Kadima takes the safety and protection of its students, staff, parents, and community members very seriously. In particular, their head of school and their school nurse have been active and contributing members of our network of over 1,700 schools and have been generous in sharing the solutions they have devised and their insights with us and with other schools.

I believe and trust that the school environment that Kadima has designed and is implementing will enable the school to comply with CDC guidelines along with local and state regulations.

I am pleased to support Kadima Day School's application for a waiver of the state's directive to close all in-person operations in schools in Los Angeles County.

Yours truly,

Chris Joffe  
Founder/Chief Executive Officer

Joffe Emergency Services  
Santa Monica, CA  
310.525.6333 313.450.1812 fax support@joffeemergencyservices.com

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**EXPERTS IN SCHOOL, BUSINESS, AND EVENT SAFETY**  
www.joffeemergencyservices.com



Steven Lorch <slorch@kadima.co>

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## waiver application

3 messages

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Steven Lorch <slorch@kadimadayschool.org>

Mon, Jul 27, 2020 at 8:56 AM

To: phwebmaster@ph.lacounty.gov, info@ph.lacounty.gov, schools@oem.lacounty.gov

Dear Sir or Madam:

I am pleased to submit herewith the application of Kadima Day School (7011 Shoup Ave., West Hills, CA 91307) for a waiver of the state's directive to close all in-person operations in schools in Los Angeles County. We respectfully request permission to operate our Kindergarten through sixth grade in person, commencing August 18, 2020.

If I have sent this application to the wrong email address, please forward it to the correct one, or let me know whom to send it to. Thank you.

Attached are our completed Reopening Protocols for K-12 Schools checklist and our Protocol for COVID-19 Exposure Management Plan in K-12 Schools (combined in a single file). As well, I am linking an addendum that explains why certain measures are not being implemented at Kadima, and a spreadsheet detailing our classroom capacity that enable us to accommodate students with physical distancing.

I am also pleased to provide a link to our pandemic response plan, in final draft form, as well as our short-form PRP reference guide.

Also attached are letters of support from Kathy Hoshyarsar and Cherie Friedman, representing our teachers (labor partners), Danielle Keisari, representing our parents, and Karin Koskas, Alan Shapiro, Nadav Banai, and Chris Joffe, representing four of our community organization partners.

Please acknowledge receipt of this email.

Thank you very much in advance for your timely review of our application.

Sincerely,

Steven Lorch

--

Dr. Steven Lorch  
Head of School  
Kadima Day School

7011 Shoup Avenue  
West Hills, CA 91307  
(818) 346-0849 x331  
www.kadimadayschool.org



## 2 attachments



**Kadima Day School waiver application protocols 7-20.pdf**  
9944K



**Kadima waiver application letters of support 7-20.pdf**  
2543K

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**Mail Delivery Subsystem** <mailer-daemon@googlemail.com>  
To: slorch@kadima.co

Mon, Jul 27, 2020 at 8:57 AM



## Address not found

Your message wasn't delivered to **[schools@oem.lacounty.gov](mailto:schools@oem.lacounty.gov)** because the domain **[oem.lacounty.gov](mailto:schools@oem.lacounty.gov)** couldn't be found. Check for typos or unnecessary spaces and try again.

The response was:

DNS Error: 17831095 DNS type 'mx' lookup of oem.lacounty.gov responded with code NXDOMAIN Domain name not found:  
oem.lacounty.gov

Final-Recipient: rfc822; schools@oem.lacounty.gov

Action: failed

Status: 4.0.0

Diagnostic-Code: smtp; DNS Error: 17831095 DNS type 'mx' lookup of  
oem.lacounty.gov responded with code NXDOMAIN

Domain name not found: oem.lacounty.gov

Last-Attempt-Date: Mon, 27 Jul 2020 08:57:53 -0700 (PDT)

----- Forwarded message -----

From: Steven Lorch <slorch@kadimadayschool.org>

To: phwebmaster@ph.lacounty.gov, info@ph.lacounty.gov, schools@oem.lacounty.gov

Cc:

Bcc:

Date: Mon, 27 Jul 2020 08:56:52 -0700

Subject: waiver application

----- Message truncated -----

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**Steven Lorch** <slorch@kadimadayschool.org>

Mon, Jul 27, 2020 at 10:02 AM

To: sfogelman@ph.lacounty.gov

Hi,

I found your email address on the NACCHO Directory of Local Health Departments page. If you are not the right address for this waiver application, please ensure that it reaches the correct person or department.

Thank you very much,

Steve Lorch

[Quoted text hidden]

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## 2 attachments



**Kadima Day School waiver application protocols 7-20.pdf**

9944K



**Kadima waiver application letters of support 7-20.pdf**

2543K



Steven Lorch &lt;slorch@kadima.co&gt;

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**COVID-19 Call Center Response**

4 messages

Joseph Viana <JViana@ph.lacounty.gov>  
To: "slorch@kadimadayschool.org" <slorch@kadimadayschool.org>

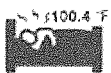
Mon, Jul 27, 2020 at 3:26 PM

Dear Steven,

Thank you for the materials that you have submitted regarding the waiver for in-person instruction. The application for a waiver is not open at this time and your email has been routed to our Liaison section. While your correspondence has been logged, please be aware that you will have to submit an application through a centralized system. We will send an email directing to that application when it becomes available.

Kindly,

Joe Viana  
Liaison Section – Coronavirus Response  
Los Angeles County Department of Public Health  
[LiaisonCOVID19@ph.lacounty.gov](mailto:LiaisonCOVID19@ph.lacounty.gov)

**Coronavirus can be stopped if we all do our part**

Stay home if you feel sick, keep 6 feet apart, wear a face cloth, & wash your hands often

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Steven Lorch <slorch@kadimadayschool.org>  
To: Joseph Viana <JViana@ph.lacounty.gov>

Mon, Jul 27, 2020 at 4:21 PM

Dear Mr. Viana,

Thank you for your email. I am grateful for the acknowledgment and the further guidance you have provided.

I look forward to further updates and to resubmitting when the system is open.

All the best,

Steve Lorch  
[Quoted text hidden]

Dr. Steven Lorch  
Head of School  
Kadima Day School  
7011 Shoup Avenue  
West Hills, CA 91307  
(818) 346-0849 x331  
[www.kadimadayschool.org](http://www.kadimadayschool.org)



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Steven Lorch <slorch@kadimadayschool.org>  
To: Joseph Viana <JViana@ph.lacounty.gov>

Hi Joe,

I hope all is well.

Now that DPH has announced that waiver applications for TK-2 will be accepted, and 30 will be approved per week, how can I ensure that n application (for TK-6) two months ago. (I will, of course, update the Reopening Protocol and use the most recent version. I also have a preli

Thank you in advance,

Steve

[Quoted text hidden]

[Quoted text hidden]



Attachments area

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Joseph Viana <JViana@ph.lacounty.gov>

Tue, Sep 29, 2020 at 5:49 PM

To: Steven Lorch <slorch@kadimadayschool.org>

Cc: DPH-LiaisonCOVID19 <LiaisonCOVID19@ph.lacounty.gov>

Hi Steve, happy to hear from you. I hope this finds you well.

I am no longer on the Liaison team as I was when we first spoke however I am copying them on this email to process your request. Normally all of our correspondences go through this centralized email but after hundreds of correspondences I mistakenly used my personal work email. However, all requests are processed by this centralized team and we have records of your previous calls; they will process this email and assign to another team member.

Thanks again for your email

Joe

**From:** Steven Lorch <slorch@kadimadayschool.org>

**Sent:** Tuesday, September 29, 2020 5:12 PM

**To:** Joseph Viana <JViana@ph.lacounty.gov>

**Subject:** Re: COVID-19 Call Center Response

**CAUTION:** External Email. Proceed Responsibly.

[Quoted text hidden]



## Reopening Protocols for K-12 Schools: Appendix T1

### Recent Update

**9/7/20:** Section A has been updated to clarify the reporting requirements to the Department of Public Health when there is a COVID-19 exposure at the school. In addition, the number of days during which an exposed person is considered to be at risk, has been corrected from 12 to 14 days on page 5 (changes highlighted in yellow).

During this period when schools are generally restricted to remote learning, two types of on-site programming are permitted: (1) specialized services for defined subgroups of children who need in person services and support, as well as (2) ECE licensed child care and day care for school-aged children with proper licensure or waiver of same from Community Care Licensing (CCL). Specialized services for subgroups of students and day care for school-aged children must be carried out in compliance with all provisions for safe opening of schools detailed in this document. In addition, both types of programming must be provided to children either individually or in cohorts. Key elements of cohorting for both types of program are as follows.

All K-12 schools in California counties that are in Tier 1 of the State's Framework for Recovery, including Los Angeles County, are prohibited from reopening for in-person instruction except to address needs of students requiring specialized support and services, as described below. In compliance with this order and except for students needing specialized services, K-12 schools in Los Angeles County may open only for remote learning. During this period, employees and staff, as defined below, may report to school campus for work in order to support essential operations, implementation of remote learning, and, starting September 14, 2020, to serve children who qualify for specialized services. All measures to ensure the safety of employees and students in this protocol for Reopening of K-12 Schools and of the associated protocol for K-12 Exposure Management must be implemented and are applicable to all on-site personnel, including those providing specialized services. Waivers for opening of elementary (TK through grade 6) education are not currently being offered or permitted.

- For purposes of these two types of programs, a cohort is defined as a stable group of no more than 12 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.
  - Note that while some children may be part-time participants in the cohort, other children cannot be added to the group to reach the maximum of 12 at all times. Aides assigned to individual children do not have to be counted as supervising adults. They must, however, be counted against the maximum of 14 individuals who can be included in a cohort.

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH**  
**ORDER OF THE HEALTH OFFICER**



- ☐ While Local Education Agencies (LEAs) or schools may configure as many cohorts as are appropriate to meet student needs, the total on-campus population may not exceed 10% of the total student body at any one time.
- ☐ A supervising adult is an adult assigned to one cohort of children or youth, who does not physically interact with any other cohorts. This includes child care staff, certificated or classified school staff, volunteers, participating parents or caregivers, or other designated supervising adult(s). An aide who is present to provide support to an individual child should be counted as a member of the cohort but not as a supervising adult.
- ☐ A supervised care environment is an environment where multiple children or youth, from multiple families or households, are supervised simultaneously by an adult. This includes, but is not limited to, licensed child care facilities, licensed exempt child care programs, supervised programs on a school site while a school is not in session or is providing curriculum in a distance-learning format, or where some educational services are being offered to a subgroup of students as identified by a local educational agency on a school.
- ☐ LEAs and schools that choose to implement either or both of these on-site services while schools are otherwise closed to in-person instruction, must inform the Los Angeles County Department of Public Health of their plans prior to start of services. A reporting form can be found at [Small Group Instruction Notification Form](#)
- Important additional details for implementation of cohorts are available from the CA Department of Public Health at [Guidance for Small Cohorts](#).
- Specific requirements for each of the two types of currently permitted on-site programming are as follows:

**1. *Specialized Services for defined subgroups of children***

- LEAs and schools are not required to provide specialized, in-person services, but those that do so may serve an initial subpopulation of students with IEPs and students who are English Language learners. These students may be served as needed, provided that the overall number of students present on-site does not exceed 10% of total student body at any one time.
- Specialized services may include but are not limited to occupational therapy services, speech and language services, other medical services, behavioral services, educational support services as part of a targeted intervention strategy, or assessments, such as those related to English Learner status, Individualized Education Plans and other required assessments.
- Students who are part of a cohort may leave the cohort for receipt of additional services. Any additional services, however, must be provided one-on-one by the appropriate specialist in a secure space that is apart from all other people. No child may be part of more than one cohort.
- Schools must agree to cooperate with DPH with regard to screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with this initial period of expansion.
- To the extent consistent with specialized needs of students in a given cohort, use of outdoor space for at least 50% of the school day is strongly encouraged
- Further information from the State concerning specialized services may be found at [Specialized Support and Services](#).

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH  
ORDER OF THE HEALTH OFFICER



**2. Day care for school-aged children and/or child care programs located in schools**

- LEAs and schools that offer day care services for children at schools must be in compliance with the DPH protocol for Programs Providing Day Care for School-Aged Children or the Guidance for ECE Providers. Programs that wish to provide day care for school aged children at schools should communicate with their Community Care Licensing Regional Office to inquire regarding the availability of waivers for licensed child care facilities and license-exempt providers due to COVID-19. For additional information see PIN 20-22-CCP
- As in the case of specialized services, use of outdoor space is strongly recommended for learning as well as for meals, recreation and other activities in the course of the day.

While schools are closed to all classroom instruction, in person assessments are permitted on campus for students who have or who require evaluation for Individualized Education Plans (IEPs) when such assessments cannot reasonably be performed elsewhere.

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to enable schools serving students from kindergarten through grade 12 to reopen safely. In addition to the conditions imposed on schools by the State Public Health Officer and the California Department of Education, schools must also be in compliance with these employee and student safety and infection control protocols.

Please note: This document may be updated as new information and resources become available. Go to <http://www.ph.lacounty.gov/media/Coronavirus/> for updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee and student health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees, students and families of students and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

Schools must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the setting.

**Institution name:**

Kadima Day School

**Address:**

7011 Shoup Avenue, West Hills, CA 91307

**Maximum Occupancy, per Fire Code:**

500

**Approximate total square footage of space open to faculty and/or students:**

55,000 sq. ft.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH  
ORDER OF THE HEALTH OFFICER



Estimated total number of administrators, teachers, and other employees that will be returning to support resumption of all permitted in person services for students:

35

Estimated total number of students that will return per grade (if none, enter 0):

TK: 0 K: 20 1: 30 2: 14 3: 16 4: 15 5: 15  
6: 12 7: 18 8: 18 9:      10:      11:      12:     

**NOTE:** The terms “employees” and “staff” are used in these protocols to refer to individuals who work in a school facility in any capacity associated with teaching, coaching, student support, provision of therapies or personal assistance to individual students, facility cleaning or maintenance, administration, or any other activity required for the school to function. “Employees” or “staff” may include individuals who are: paid directly by the relevant school system, paid by entities acting as contractors to the school, paid by outside entities acting in collaboration with the school to serve students, paid by third parties to provide individual student services, or unpaid volunteers acting under school direction to carry out essential functions. The term “parents” is used in these protocols to refer to any persons serving as caregivers or guardians to students.

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT STAFF (“EMPLOYEES”) AND STUDENTS (CHECK ALL THAT APPLY)**

The school has a COVID-19 Containment, Response and Control Plan that describes the school's comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to the following elements:

- ☒ A designated COVID-19 Compliance Team that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. One member of this team is designated as a liaison to DPH in the event of an outbreak on campus.
- ☒ A plan or protocol, for steps that will be taken immediately upon notification of school officials that any member of the school community (faculty, staff, student or visitor) tests positive for, or has symptoms consistent with COVID-19. The plan addresses:
  - ☒ Immediate separation of the case from the school community to self-isolation at home if notification occurs while the case is on-site. The plan must allow for temporary, on-site isolation of the case if arrangements are needed for the person's return to their home.
  - ☒ Factsheets or other informational materials that are to be given to the case (or appropriate family member/s if the case is a child) covering regulations governing self-isolation and links to sites with further information.
- ☒ A plan or protocol to initiate a School Exposure Management Plan consistent with DPH guidance that outlines procedures for:
  - ☒ Isolation of case(s);
  - ☒ Identification of persons exposed to cases at school;
  - ☒ Immediate quarantine of exposed employees and/or students; and

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- ✓ Assurance of access to testing for all exposed individuals within the school as the basis for further control measures.
- ✓ Reporting all COVID-19 exposures at the school to the Department of Public Health by completing the COVID-19 Case and Contact Line List for the Educational Sector.
- ✓ A plan to immediately report a cluster of cases (3 or more cases within 14 days) to the Department of Public Health via email at ACDC-Education@ph.lacounty.gov or by calling (888) 397-3993 or (213) 240-7821. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health outbreak response.
- ✓ Contingency plans for full or partial closure of in-person school operations if that should become necessary based on an outbreak in the school or community.
- ✓ A plan or protocol for incorporating surveillance testing into regular school operations of all school personnel.
  - ✓ The plan must describe the strategy for ensuring access to periodic testing for all school personnel to be implemented when instructed by the Department of Public Health based on local disease trends and/or after resolution of an outbreak at the school.
  - ✓ The plan must provide that all surveillance testing results will be reported to the Department of Public Health
- ✓ Vulnerable employees (those above age 65, and those with chronic health conditions that would place them at high risk if infected) are assigned work that can be done from home whenever possible. Employees in this category should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- ✓ Work processes are reconfigured to the extent consistent with academic requirements and student needs to increase opportunities for employees to work from home.
- ☐ In compliance with wage and hour regulations and school mandates, alternate, staggered or shift schedules have been instituted to maximize physical distancing where possible. *See addendum.*
- ✓ All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. School officials have provided information to employees regarding employer or government sponsored leave benefits, including their right to paid sick leave as guaranteed by the Families First Coronavirus Response Act.
- ✓ Use of school facilities for non-school purposes (community meeting or events, on-site clinic visits by people who are neither students nor staff, etc.) is not permitted.
- ✓ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days.
- ✓ These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ✓ Anyone entering school property (school buses as well as school buildings and grounds) who has contact with others (students, parents or other employees) is required to wear a cloth face covering.
  - ✓ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.

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- ✓ Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
- ✓ A medical grade mask is provided to any employee who cares for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering.
- ✓ Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
- ✓ Employees are instructed to wash or replace their face coverings daily. Parents are instructed to ensure that children have clean face coverings.
- ✓ All individual employee workstations or areas used by employees working as part of a team allow for separation of at least 6 feet. Classroom furniture is arranged to permit a distance of at least 6 feet between the teacher's desk and the nearest student(s).
- ✓ In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.
- ✓ All employees, on-site contractors, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the required use face coverings when around others.
- ✓ Break rooms, restrooms, classrooms, and other common areas used or visited by staff are disinfected frequently, on the following schedule:
  - Break rooms 2x/day
  - Restrooms 6-8x/day
  - Classrooms 3-4x/day
  - Laboratories 3-4x/day
  - Nurse's office after each use, plus daily
  - Counseling and other student support areas daily
  - Front office hourly for high-touch surfaces; otherwise, daily
  - Other offices daily, plus as needed
  - Other (auditorium, gymnasium, library if in use) up to 4x/day, depending on frequency of use
  - \_\_\_\_\_
- ✓ High touch areas in staff breakrooms are frequently disinfected, and commonly shared items, such as coffee pots, pots, and dishes, are replaced with single use items or thoroughly cleaned after each use by a different person.
- ✓ Disinfectant and related supplies are available to employees at the following location(s): maintenance office, school office, teacher workrooms; disinfectant wipes - teachers' workspaces
- ✓ Hand sanitizer effective against COVID-19 is available to all employees in or near the following locations (check all that apply) in classrooms
  - ✓ Building entrance/s, exit/s
  - ✓ Central office
  - Stairway entrances
  - ✓ Elevator entry (if applicable)

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- ☒ Classrooms
- ☒ Faculty breakroom
- ☒ Faculty offices: teacher workrooms
- ☒ Soap and water are available to all employees at the following location(s):  
teacher workrooms, teacher restrooms, student restrooms, most classrooms
- ☒ Employees are offered frequent opportunities to wash their hands.
- ☒ Each employee is assigned their own tools, supplies, equipment and defined workspace to the extent feasible. Sharing of workspaces and held items is minimized or eliminated.
- ☒ Copies of this Protocol have been distributed to all employees.
- ☒ Optional—Describe other measures:  
Large plexiglass shields (to height of over 6 feet) separate teacher areas in classrooms and labs from student areas.

**B. MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS  
(CHECK ALL THAT APPLY)**

- ☒ Maximum number of employees permitted in facility to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: 80.
- ☒ Maximum number of students permitted in facility to ensure that no more than 10% of the total student body at any one time and to maximize physical distancing of at least 6 feet or with appropriate physical barriers where 6 feet of distancing is not possible, is: 16.
- ☐ Measures are in place to ensure physical distancing of students on school busses. These measures must include (check all that apply):
  - ☐ A maximum of one child per bus seat. See addendum.
  - ☐ Use of alternating rows.

- ☒ Additional measures in use to ensure physical distancing (Check all that apply):

- ☐ Staggered school start times to permit more than one trip per bus at school start and close.
- ☒ Implementation of measures that make it easier for parents to drive students to school, such as availability of early opening with staff presence, expanded short-term parking at schools, and presence of staff at drop-off areas to assure safe movement of students from drop-off to school entry.
- ☐ Implementation of measures that facilitate safe and age-appropriate student travel to school including Safe Routes to School walking groups, use of school crossing guards, bicycle safety and bike route programming.
  - ☐ Parents have been engaged in working with school personnel to assure that alternative transportation options are appropriately supervised and have incorporated strategies for physical distancing and use of cloth face coverings.
- ☐ Building infrastructure is adapted to maximize support for bicycle commuting and capacity for bike storage is increased if possible.

☒ Other:

Adoption of screening app (Fever-Free) for at-home health screening  
See addendum for additional measures.

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- ☒ Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These must include (check all that apply):

- ☒ Schedules are adjusted to ensure that only one cohort is moving through common spaces (such as hallways and bathrooms) at a given time.
- ☒ School employees are deployed in hallways to assure physical distancing as students enter, go through symptom checks and proceed to classrooms.
- ☒ Elevator capacity, if applicable, is limited to the number of people that can be accommodated while maintaining a 6 foot distance between riders; during peak building entry and exit times, this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6- foot physical distance between riders. All riders are required to wear cloth face coverings.
- ☒ The following Measures are in place to avoid crowding on stairways:

- Designation of up and down stairways \_\_\_\_\_
- Staggering of breaks between classes \_\_\_\_\_ ☒
- Monitoring of stairways by school staff \_\_\_\_\_
- Other: \_\_\_\_\_

Stairways are designated for the exclusive use of one cohort.

- ☒ Measures are in place to ensure physical distancing within classrooms. These include the following requirements (check all that apply):

- ☒ A cohorting approach has been adopted school-wide, maintaining a stable group of no more than 12 children or youth and no more than two supervising adults in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting, throughout the school day.

- ☒ In-person class size has been limited to 12 students in elementary grades.
- ☒ In-person class size has been limited to 12 students in middle and high school grades.

- ☐ The school day has been divided into shifts to permit fewer students per class.
- ☐ Attendance is staggered to reduce the overall number of students in classrooms on a given day.
- ☐ Some classes have been moved entirely online.

- ☒ Online class attendance and participation is offered as an option for all students for all classes.

- ☒ Alternative spaces are used to reduce the number of students within classrooms. These may include:

- School library \_\_\_\_\_
- Auditorium \_\_\_\_\_
- Cafeteria \_\_\_\_\_
- Gymnasium \_\_\_\_\_
- Other: \_\_\_\_\_

multi-purpose room



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- ✓ Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts.
- ✓ Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom.
- Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head. *See addendum.*
- ✓ Teaching methods have been modified to avoid close contact between students for any classes that may usually involve group activities.
- ✓ Other:  
Large plexiglass barriers separate teaching areas from student areas.
- ✓ Any gym class activities are offered outdoors and are selected to permit physical distancing; contact sports are not permitted. *See addendum.*
- ✓ School policies enforce physical distancing (students maintain distance of 6 feet) in locker rooms. Policies must include:
  - ✓ Offering access to locker rooms only when staff supervision is possible Staggering locker room access
  - ✓ Creating alternative options for storage of student clothing, books and other items.
- ✓ Measures are in place to maintain physical distancing during school meals. These must include (check all that apply):
  - ✓ Meals are eaten in classrooms or outdoors, without any mingling of cohorts from different classrooms.
  - If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students. *See addendum.*
  - ✓ Staff are deployed during meals to maintain physical distancing and prevent any mixing of students from different cohorts.
  - See addendum.* {
    - If meals take place in a cafeteria, mealtimes are staggered to only allow one cohort at a time in the cafeteria.
    - If meals take place in a cafeteria, space between all tables/chairs has been increased to support 6 feet of physical distancing. Barriers between tables and/or chairs may be used as an alternative when 6 feet of distancing is not possible.
- ✓ Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.
- ✓ Measures are in place to permit physical distancing in school areas used for student support services.
  - ✓ Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.

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- ✓ Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.
- Where feasible and appropriate, therapeutic and support activities are conducted virtually. *See addendum.*
- ✓ Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee
- ✓ Staff offering student support services are provided with appropriate Personal Protective Equipment (PPE) per Cal OSHA requirements.
- ✓ Measures are in place to permit physical distancing in administrative areas of the school.
  - ✓ Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.
  - ✓ Tape or other markings are used to define a 6-foot radius around reception desks or counters.
  - ✓ Workstations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

**C. MEASURES THAT ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)**

- ✓ Screening is conducted before students, visitors and staff may enter the school. Screening must include a check-in concerning cough, shortness of breath or experience of fever and any other symptoms the visitor may be experiencing. These checks can be done remotely (using a digital app or other verifiable approach) or in person upon arrival. A temperature check with a no-touch thermometer is included in the symptom check at entry if feasible.
  - ✓ Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order of July 1, 2020 (see [July 1 Isolation HOO.pdf](#)).
  - ✓ Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a pre-selected isolation space where they can remain while arrangements are made for their return home. *See addendum.*
  - ✓ The COVID-19 Compliance Team (see Section A) is informed of any positive screening result in the school and initiates the School Exposure Management Plan consistent with DPH directives
  - ✓ Adult visitors and staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see [July 1 Quarantine HOO.pdf](#)).
  - ✓ Students who have had close contact with an individual who has screened positive for COVID-19 symptoms are accompanied to preselected quarantine space where they can remain until arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Order of July 1, 2020, until such time as it has been

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determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19. (see [July 1 Quarantine HOO.pdf](#)).

- ☒ Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID- 19.
  - ☒ Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID- 19.
  - ☒ Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child. *See addendum.*
- ☒ Measures are in place to limit risk of infection due to visits by individuals other than staff and students. These must include (check all that apply):
  - ☒ Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely when possible.
  - ☒ Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is captured in the visitor log.
  - ☒ Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them, and are masked if 2 or older and not at risk due to a respiratory condition.
  - ☒ Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible. Visitors are not permitted to interact with any cohorts.
  - ☒ Visitors arriving at the school are reminded to wear a face covering at all times while in the school. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- ☒ Measures are in place to promote optimal ventilation in the school. These may include (check all that apply):
  - ☒ At least 50% of classroom learning, meals, and activities have been moved to outdoor space whenever feasible and weather permitting. *See addendum.*
  - ☒ The school HVAC system is in good, working order.

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- ✓ HVAC systems are set to maximize indoor/outdoor air exchange unless outdoor conditions (recent fire, very high outside temperature, high pollen count, etc.) make this inappropriate.
  - Portable, high-efficiency air cleaners have been installed if feasible.
  - ✓ Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.
  - ✓ Air filters have been upgraded to the highest efficiency possible. (MERV 13)
  - Other:
- 
- ✓ Measures are in place to ensure appropriate cleaning and disinfecting of space, surfaces and objects throughout the school. These may include (check all that apply).
- ✓ A cleaning and disinfecting schedule have been established in order to avoid both under- and over- use of cleaning products.
  - Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a run. Frequently touched surfaces are disinfected after every completed bus route. *See addendum.*
  - ✓ Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails) are disinfected at least daily and more frequently as resources allow using appropriate products (see below).
  - ✓ Use of shared objects is eliminated wherever possible, for example, water fountains are shut down and individual water bottles are provided as an alternative, high touch playground equipment may be taken out of use and replaced with no-touch playground games, etc.
  - ✓ Where individualized alternatives are not feasible, for example, in laboratories and art rooms where some equipment may have to be used by multiple students, objects and surfaces are cleaned and disinfected between users.
  - ✓ Cleaning products that are effective against COVID-19 (these are listed on the Environmental Protection Agency (EPA)-approved list "N") are used according to product instructions.
  - ✓ To reduce asthma risk disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) are selected. Products which contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds are avoided.
  - ✓ Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's directions, Cal OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
  - ✓ Custodial staff and other staff responsible for cleaning and disinfecting are equipped

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with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product

- ✓ All cleaning products are kept out of children's reach and stored in a space with restricted access. *See addendum.*
- ✓ Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- ✓ Enhanced cleaning of school premises is done when students are not at school with adequate time to let spaces air out before the start of the school day.
- ✓ Steps are taken to ensure that all water systems and sinks are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- ✓ Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently, on the following schedule:
  - Restrooms: 6-8 x/day
  - Lobbies/entry areas: hourly for high-touch surfaces; otherwise, daily
  - Teacher/staff break rooms: 2x/day
  - Class rooms: 3-4 x/day
  - Cafeteria dining area: N/A - not in use. (Outdoor dining areas: 2x/day)
  - Cafeteria food preparation area: 2x/day
  - Front office: hourly for high-touch surfaces; otherwise, daily
  - Other offices: daily, plus as needed
  - Other areas: auditorium - up to 4x/day, depending on frequency of use
- ✓ Measures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all times. These must include (check all that apply):
  - ✓ Staff, parents and students are informed of the requirement for cloth face coverings prior to the start of school and on a regular basis throughout the school year.
  - ✓ All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that make that preclude use of face coverings.
  - ✓ Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.
  - ✓ Information is provided to staff, parents and students concerning proper use of cloth face covering including the need to wash cloth face coverings after each day's use.
  - ✓ Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and the depicts proper use of cloth face coverings.

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- ✓ As feasible, two cloth face coverings are provided to each student at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own cloth face coverings.
- ✓ Parents of younger children are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.
- ✓ Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of cloth face coverings.
- ✓ Employees engaged in activities (such as provision of physical therapy or personal assistance to individual students) which may not permit physical distancing are equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.), as appropriate.
- ✓ Staff taking care of a sick student are provided with a medical grade mask to wear themselves, and a medical grade mask for the student to wear (if it can be tolerated) until the student leaves the building.

**NOTE:** Staff and students who are alone in closed offices, walled cubicles or other private, enclosed spaces are not required to wear cloth face coverings. Students may also remove cloth face coverings when eating or napping or when wearing a cloth face covering is otherwise impracticable (e.g., while showering, etc.). The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

- ☑ Measures are in place to ensure frequent hand washing by staff, students and visitors. These must include (check all that apply):
  - ✓ Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly. Each cohort is required to use a designated bathroom; should more than one cohort be assigned to use the same bathroom, a color-coded system is used to minimize students from different cohorts using the bathroom at the same time.
  - ✓ Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
  - ✓ Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.
  - Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable. *See addendum.*
  - ✓ Ethyl alcohol-based, hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol is preferred and should be used when there is the potential of

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unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.

✓ Hand sanitizer based on isopropyl alcohol is not used in the school given its potential toxicity and hand sanitizer is not out in the open in classrooms of children under age 9. Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.

✓ Hand sanitizer, soap and water, tissues and trash cans are available at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.

☐ Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.

- Buffet and family style meals have been eliminated.
- Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.
- Physical barriers are in place where needed to limit contact between cafeteria staff and students.
- Optional-Describe other measures:

**D. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC**

✓ Information was sent to parents and students prior to the start of school concerning school policies related to (check all that apply):

- ✓ Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed to COVID-19 \_\_\_\_\_
- ✓ Options for COVID-19 testing if the student or a family member has symptoms or has been exposed to COVID-19 \_\_\_\_\_
- ✓ Who to contact at the school if student has symptoms or may have been exposed \_\_\_\_\_
- ✓ How to conduct a symptom check before student leaves home \_\_\_\_\_
- ✓ Required use of face coverings \_\_\_\_\_
- ✓ Importance of student compliance with physical distancing and infection control policies \_\_\_\_\_
- ✓ Changes in academic and extracurricular programming in order to avert risk \_\_\_\_\_
- ✓ Changes in school meals in order to avert risk \_\_\_\_\_
- ✓ School policies concerning parent visits to school and advisability of contact the school remotely \_\_\_\_\_
- ✓ Importance or providing the school with up-to-date emergency contact information including multiple parent contact options \_\_\_\_\_

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○ Other:

- ☒ A copy of this protocol is posted at all public entrances to the school.
- ☒ Signage has been posted throughout the school reminding staff and students of policies concerning physical distancing, use of face coverings, and importance of hand washing.
- ☒ Signage is posted at each public entrance of the school informing visitors that they should not enter the facility if they have symptoms of COVID-19.
- ☒ The school has developed and circulated a communication plan in case full or partial closure is required due to a possible cluster of COVID-19 cases.
- ☒ Online outlets of the school (website, social media, etc.) provide clear, up-to-date information about building hours, visitation policies, changes in academic and extracurricular programming, and requirements concerning use of face coverings, physical distancing and hand washing.
- ☒ Online outlets instruct students, parents and teachers on how to contact the school in case of infection or exposure.

**E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- ☒ A plan for updating Individualized Education Plans (IEPs) and 504 Plans of students with special needs has been developed to ensure that education can continue without undue risk to the student.
  - ☒ This plan includes a method for proactive school contact with parents at the beginning of the school year to assure that issues related to the child's education and safety are being addressed.
  - ☒ Modifications to individual IEPs and 504 plans may involve remote learning, modifications to the classroom to accommodate student needs, school attendance in a separate area with few students, or a hybrid approach combining in-class and remote learning.
  - ☒ Steps taken to modify IEPs and 504 plans to assure student safety comply with relevant provisions of state and federal law.
- ☒ Administrative services or operations that can be offered remotely (e.g., class registration, form submission, etc.) have been moved on-line.



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Any additional measures not included above should be listed on separate pages,  
which the business should attach to this document.

You may contact the following person with any  
questions or comments about this protocol:

Business Contact  
Name:

Dr. Steven Lorch

Phone number:

(818) 912-0510

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## Protocol for COVID-19 Exposure Management Plan in K-12 Schools: Appendix T2

**NOTE:** This protocol document may be updated as additional information and resources become available. Check the Los Angeles County Department of Public Health website: <http://www.ph.lacounty.gov/media/Coronavirus/> for updates to this document.

A targeted public health response to contain COVID-19 exposures at a community-level can help maximize the impact of the Los Angeles County Department of Public Health (DPH) COVID-19 response. Primary and Secondary Schools serving students from Kindergarten through Grade 12 (K-12 Schools) are trusted community partners that can help DPH improve the timeliness and impact of the Public Health response through rapid initiation of a COVID-19 Exposure Management Plan (EMP) when notified of COVID-19 cases and clusters at school. The School EMP can be implemented before COVID-19 case reports are received by DPH, thereby accelerating the ability to contain spread of COVID-19 and prevent school outbreaks from happening.

The steps for exposure management of 1, 2, and 3 or more COVID-19 cases at K-12 Schools are described below and summarized in Appendix A. Because K-12 Schools will vary in the level of resources for COVID-19 exposure management, required steps are the minimum required elements that should be included in the School EMP. Recommended steps include elements for localized management of exposures where school resources are available.

### Exposure Management Planning Prior to 1 COVID-19 Case at School

- ☒ **Required:** A designated School COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to DPH in the event of a COVID-19 cluster or outbreak at the setting.
- ☒ **Required:** A plan for all students and employees who are suspected to have COVID-19 or are quarantined because of exposure to case(s) at school to have access to testing or be tested for COVID-19.

### Exposure Management for 1 COVID-19 Case at School

- ☒ **Required:** If school is notified of 1 confirmed case (student or employee), School Compliance Task Force requests that the case follow Home Isolation Instructions for COVID-19 ([www.publichealth.lacounty.gov/acd/ncorona](http://www.publichealth.lacounty.gov/acd/ncorona)).
- ☒ **Required:** School Compliance Task Force informs the case that DPH will follow-up directly with the case through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.
- ☒ **Required:** School Compliance Task Force works with the case to generate a list of students and employees with exposure to the case during the infectious period. School Compliance Officer provides DPH with the names and contact information of the case and identified contacts within 1 business day of notification of a confirmed case.

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- ✓ A case is considered to be infectious from 48 hours before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND respiratory systems have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.
- ✓ A person is considered to have been exposed if they are one of the following:
  - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
  - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
- ✓ **Required:** Students and employees that are identified to have an exposure to the case are notified by the School Compliance Task Force through a letter or other communication strategies (e.g., telephone, text, Robo-Calls). A School Exposure Notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). The notification should include the following elements:
  - ✓ Instruct students and employees with an exposure to the case to test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at school and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, Community Testing Sites: [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing). Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
  - ✓ Instruct exposed students and employees to quarantine for 12 days since last exposure to the case while infectious, even if they receive a negative test result during their quarantine period. A person who tests negative during the incubation period (i.e. time period between exposure to disease onset) may subsequently develop disease, with or without symptoms. Home Quarantine Guidance for COVID-19 is available at: [www.publichealth.lacounty.gov/acd/ncorona/2019/covidquarantine/](https://www.publichealth.lacounty.gov/acd/ncorona/2019/covidquarantine/).
  - ✓ Notification that DPH will follow-up directly with exposed students and employees through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.
- ✓ **Recommended:** School Compliance Task Force will determine whether additional notification is needed to inform wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#).

### Exposure Management for 2 COVID-19 Cases at School within a 12-day Period

- ☑ **Required:** If the school is notified of 2 confirmed cases (students and/or employees) within a 12-day period, school follows required steps for 1 confirmed case.
- ☑ **Recommended:** School Compliance Task Force assesses whether the 2 confirmed cases have epidemiological links (i.e., present at the same place and time during the infectious period\*).

\*A case is considered to be infectious from 48 hours before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND respiratory systems have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.

- Determination of epidemiological links between cases may require further investigation to understand exposure history and identify all possible locations and persons that may have been exposed to the case while infectious. A tool is available to assist in the assessment of epidemiological links at: COVID-19 Exposure Investigation Worksheet for the Education Sector. For technical assistance on how to assess for epidemiological links, please contact ACDC-Education@ph.lacounty.gov.
- If epidemiological links do not exist, school continues with routine COVID-19 exposure monitoring.
- If epidemiological links exist, school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

### Exposure Management for ≥ 3 COVID-19 Cases at School within a 12-day Period

- ☑ **Required:** If the school is notified of a cluster of 3 or more confirmed cases (students and/or employees) within a 12-day period, the school proceeds with the following steps:
  - ✓ Report cluster to DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day of notification of the cluster at: ACDC-Education@ph.lacounty.gov or call (888) 397-3993 or (213) 240-7821.
  - ✓ Complete Line List for Cases and Contacts, available at: COVID-19 Case and Contact Line List for the Educational Sector and submit to ACDC-Education@ph.lacounty.gov. For technical assistance on how to complete the line list contact ACDC-Education@ph.lacounty.gov.
  - ✓ The ACDC Education Sector Team will review Line List for Cases and Contacts to determine whether the outbreak criteria have been met. The ACDC team will contact the school within 1 business day of receipt to advise on next steps.
  - ✓ If it is determined that outbreak criteria are not met, continue with routine COVID-19 exposure monitoring.
  - ✓ If it is determined that outbreak criteria are met, DPH Outbreak Management Branch (OMB) is activated.

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- ✓ An OMB public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation.
- ✓ School Compliance Task Force will submit requested information, including updates to the Line List for Cases and Contacts to the OMB Investigator until the outbreak is resolved (at least 12 days since the last confirmed case).
- ✓ **Recommended:** Prior to reporting cluster to DPH ACDC Education Sector Team, School Compliance Task Force will assess whether at least 3 cases in the cluster have epidemiological links. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess for epidemiological links, please contact [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
- ✓ If epidemiological links do not exist between at least 3 cases in the cluster, the school continues with routine COVID-19 exposure monitoring.
- ✓ If epidemiological links exist between at least 3 cases in the cluster, report cluster to DPH Acute Communicable Disease Control (ACDC) Education Sector Team at [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or call (888) 397-3993 or (213) 240-7821.

### COVID-19 Outbreak Criteria for K-12 Schools

#### School cluster

At least 3 laboratory-confirmed cases from different households with symptomatic or asymptomatic COVID-19 over a 12-day period in group(s)\* that are epidemiologically linked.

\*Groups include persons that share common membership, e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation.

For more information, please contact the ACDC Education Sector Team at [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).

## Appendix A: Steps for Managing Exposures to 1, 2, and ≥ 3 COVID-19 Cases at School

1 Case	<ol style="list-style-type: none"> <li>1) School receives notification of 1 confirmed case at school.</li> <li>2) <b>Required:</b> School requests that case follow Home Isolation Instructions for COVID-19 (a).</li> <li>3) <b>Required:</b> School informs case that the Department of Public Health (DPH) will contact the case to collect additional information and issue Health Officer Order for self-isolation (a).</li> <li>4) <b>Required:</b> School works with case to determine contacts that were exposed to case at school while infectious.</li> <li>5) <b>Required:</b> School notifies contacts of school exposure, requests contacts to follow instructions for self-quarantine (b) and test for COVID-19.</li> <li>6) <b>Required:</b> School informs contacts that DPH will follow up to collect additional information and issue Health Officer Order for self-quarantine (b).</li> <li>7) <b>Required:</b> School provides DPH with names and contact information for case and identified school contacts.</li> <li>8) <b>Recommended:</b> School can send general notification to inform the wider school community (recipients determined by school) of the exposure and precautions taken to prevent spread. Note: Template letters for exposure notification and general notification are available at: <a href="#">COVID-19 Template Notification Letters for Education Settings</a>.</li> </ol>
2 Cases	<ol style="list-style-type: none"> <li>1) <b>Required:</b> Follow steps for 1 confirmed case.</li> <li>2) <b>Recommended:</b> If cases occurred within 12 days of each other, school determines whether epidemiological (epi) links exist (cases present in the same setting during the same time period while infectious). A COVID-19 Exposure Investigation Worksheet for the Education Sector tool is available to help assess for epi links.</li> </ol> <p>*Epi links <u>do not</u> exist: Continue with routine exposure monitoring.</p> <p>*Epi links <u>exist</u>: School reinforces messages to students and employees on precautions taken to prevent spread; implement site-specific interventions, as needed, to reduce transmission.</p>
3+ Cases	<ol style="list-style-type: none"> <li>1) <b>Required:</b> If a cluster of 3 or more cases occurred within 12 days of each other, school notifies ACDC Education Sector Team at <a href="mailto:ACDC-Education@ph.lacounty.gov">ACDC-Education@ph.lacounty.gov</a>.</li> <li>2) <b>Recommended:</b> Prior to notifying ACDC Education Sector Team of cluster, school assesses whether epi links exist for ≥ 3 cases. If epi links <u>do not</u> exist, continue with routine monitoring.</li> <li>3) <b>Required:</b> ACDC Education Sector Team requests that the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> be completed by school to determine if outbreak criteria have been met. ACDC will contact school within 1 business day to advise on next steps.</li> </ol> <p>*Outbreak criteria <u>not met</u>: School continues with routine exposure monitoring.</p> <p>*Outbreak criteria <u>met</u>: DPH Outbreak Management Branch (OMB) activated.</p> <ol style="list-style-type: none"> <li>4) <b>Required:</b> During the outbreak investigation, school provides updates to OMB investigator until outbreak is resolved (at least 12 days since last confirmed case).</li> </ol>
<ol style="list-style-type: none"> <li>a) Health Officer Order, cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND respiratory systems have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken. <a href="http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/">http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/</a>.</li> <li>b) Health Officer Order, contacts directed to quarantine for 12 days since date of last exposure to case while infectious. <a href="http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/">http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/</a>.</li> </ol>	